

# Keeping My ERS Account Up-to-Date

## Why is it important to keep a current beneficiary designated?

By keeping your beneficiary(s) designation current, there will be no possible loss of valuable benefits to your survivors. If you elected joint survivor options (Option 2 or 3) at the time of retirement, you may name a new beneficiary under either of the two following conditions:

- If the named beneficiary dies before the retired member, or
- There is a divorce between the retired member and the beneficiary.

You should contact the ERS for information and forms. Generally, there will be a recalculation of the benefit amount for the retired member and beneficiary. The replacement beneficiary must be in place for at least two years to become effective. However, if you die within this two year period, no monthly survivor benefit is payable.

## Why do I need to change my address with the ERS?

Having your current home mailing address on file with the ERS is very important. Many important documents are mailed to each member such as the [Advisor](#) and ERS Board of Control Election ballots.

If you receive your retirement check by mail and the ERS does not have your current mailing address, your check will be delayed. Changing your address with the Post office does not change your address with the ERS. Please report any change of address to the ERS in writing, either by letter or change of address card. The change of address card can be obtained from the ERS or downloaded from our Web site.

## How do I Report the Death of a Member?

The beneficiary or family of a deceased active member should contact the ERS for information and the appropriate forms.